SPECIAL EDUCATION INSTRUCTION MANUAL FOR

EXITING AND PRESCHOOL OUTCOME REPORTING

For School Year
2010-2011

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Montana Office of Public Instruction
www.opi.mt.gov

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Purpose of Data Collection

This data collection is used to:

- Report those students who were in special education at the beginning of the reporting period, but were not in special education at the end of the reporting period; and/or
- Report preschool outcome data for students, ages 3-6, that have:
  - Exited from special education services completely; or
  - Left preschool services because the student has reached 6 years of age.
- The timeliness and reliability of your data submission will play a key role in your LEA determinations. All data submitted will be used in federal and state legislative reporting, as well as in the determination of fiscal budgetary requirements, so *accuracy and timeliness are critical*.

Reporting Period: July 1, 2010 - June 30, 2011
(In accordance with U.S. Department of Education guidelines)

DUE DATE: June 30, 2011

NOTE: *A student listed on the prefilled report form (list of students from the October 4, 2010, Child Count), and who has exited the special education program during the reporting period, should only be reported with an exiting code if he/she had an active IEP on July 1, 2010.*

Timelines

July 1, 2010-June 30, 2011	<u>Reporting Period</u>. Any student who was in special education at the start of the reporting period, but was not in special education at the end of the reporting period, must be reported under the school the student was enrolled in with an appropriate exiting code.
May 16, 2011	Electronic Application opens for data entry.
June 30, 2011	Deadline for submitting data to the OPI.
July 1, 2011	Electronic Application closes.

Who Must Report Exiting Data

Every school within every school district in the state must submit complete exiting data. If a school has no students to report, indicate no students by checking the "no students exiting special education" box on the data entry screen and submit.

Who to Contact With Questions

The following is a list of OPI resources available to answer questions about this application:

<u>For general questions or questions on data to be reported</u>, contact Anne Rainey (406-444-4430 or arainey@mt.gov) or Jan Duiker (406-444-7432 or jduiker@mt.gov).

<u>For questions on accessing the Web application, contact the following:</u>

- User Name and/or password - contact Anne Rainey (406-444-4430 or arainey@mt.gov)
- Printing problems - contact Anne Rainey (406-444-4430 or arainey@mt.gov)
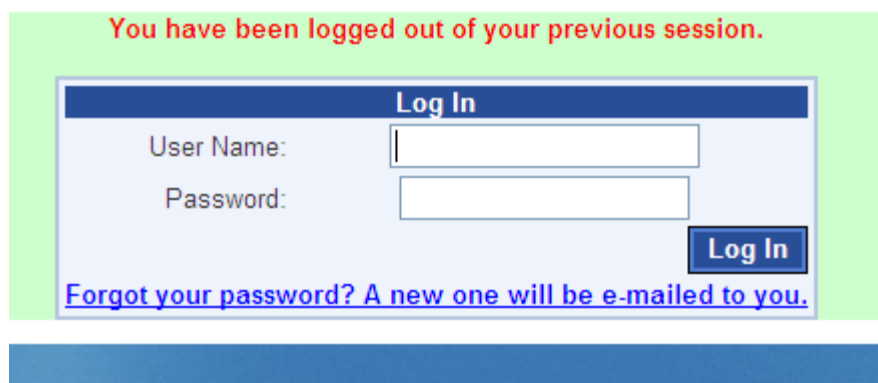- Problems with the Web application - contact Anne Rainey at 406-444-4430, (arainey@mt.gov).
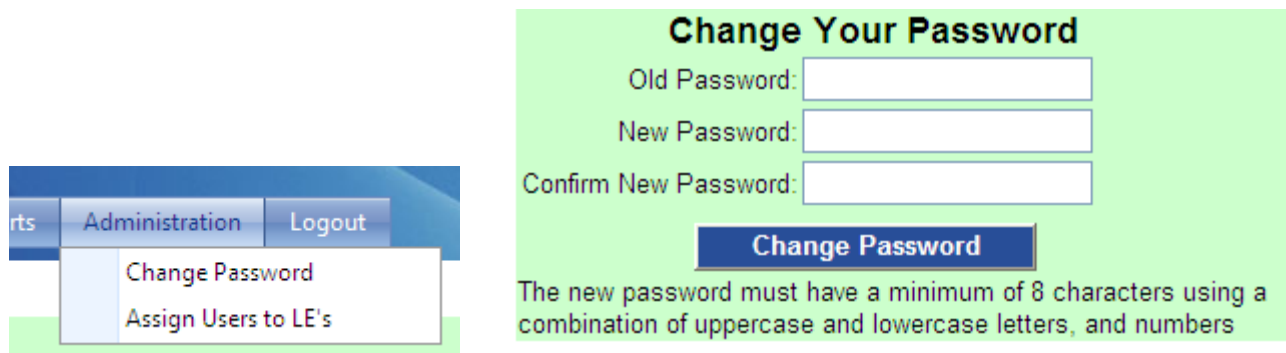
Getting Started

Logging In

Click on the link below, or in the e-mail sent to you with your user name. If looking at a hard copy of the manual, simply type the URL into the address bar in your internet browser.

https://data.opi.mt.gov/spedchildcount/frmLogin.aspx

Enter the user name provided to you in the User Name box. The first time you log in, you will need to click on the "Forgot your password?" link. This will cause the system to e-mail a password to you. Enter that password into the password area.
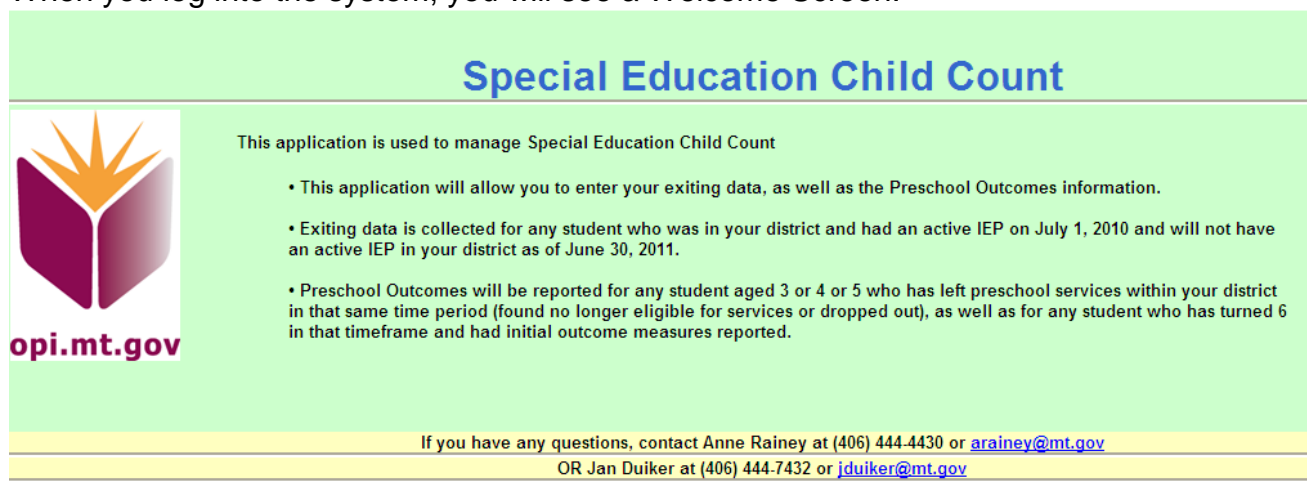
You have the option to change your password to something you will remember; keep the e-mail so you have the password available the next time you log in, or to simply click on the "Forgot your password?" link every time you log in. To change your password, once you have successfully logged into the application, hover your cursor over the Administration area of the navigation bar and select Change Password from the fly box. You will be prompted to enter the password that was e-mailed to you, and then the new password two times. Then click the "Change Password" button and it will be changed.

Entering Data into the Application

Based on your User Name, the application will limit your access to just those districts to which you have been assigned.

When you log into the system, you will see a Welcome Screen.

On the navigation bar, navigate to the Data Entry box of the navigation bar and select Exiting (the only option currently available).

Select the appropriate district and/or school from the drop-down lists:
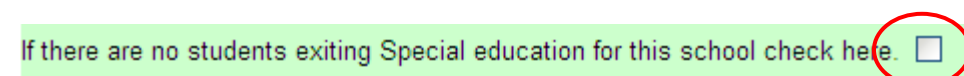
No Students Exiting Special Education

If no students will be exiting special education during the reporting period, the school can indicate this by selecting a box at the top of the data entry screen.

The check box should be selected if your school is reporting no exiting students **even if** you are reporting preschool outcome data on students leaving the preschool program at age 6.

Reporting Students Who Exit

Once you have selected the appropriate district and school from the drop-down list at the top of the page, scroll to the Exiting Students Section. Find the student for which you need to enter exiting data. Click on the Edit Button **Edit** . This will highlight the student in yellow and show you a drop-down box of the exiting codes. Select the appropriate exiting code for that student and click on Update. If you have incorrectly selected that student, click on Cancel. This will remove the yellow and show the exiting code selected in the Exiting Code column.

Exiting Code		
01 - Returned to Regular Ed ▾	Update	Cancel

Adding an Exiting Student

To enter a student not included on the prefilled list, click on the "Add a student for exiting" button underneath the prefilled list. You will receive a message asking if you are sure the student is not listed above. Click on "OK." This will open up a new section of the page allowing you to enter information about the student, including:

- Unique State ID (from the AIM system)
- Initials
- Birth Date
- Gender
- LEP Status
- Ethnicity (Hispanic/Latino or not)
- Race
  - You must choose one or more races
  - For students who have the "Yes" button chosen for the Hispanic/Latino question – if they have not also identified a race, check the box for White
- Disability
  - Check all that apply
- Exit Code

After you have entered all the information, click on the "Save Student" button. This will put the student at the end of the prefilled list with a "YES" in the Add'l Exiting? column.

Students Leaving Preschool Services

The Preschool Students Section is populated with any students who:
- have turned 6 in the reporting year (July 1, 2010, to June 30, 2011) and have initial preschool outcome information entered, or
- are 3 or 4 or 5 years old and have an exit code of 01: Returned to Regular Ed or 04: Dropped Out and have initial preschool outcome information entered.

Preschool Students Section

The following is a list of all preschool children ages 3-6. Select the student to add the preschool outcome measure information.

State ID	Student Initials	Birth Date	Age	ExitCode	Has outcome measures	
137844067	EEP	06/04/2004	6		NO	Select
298886640	AJF	12/30/2004	5	4	NO	Select
128688634	AFH	03/02/2006	4	1	NO	Select

To complete the Outcome Measures screen (see next page for screen shot):

- Click on the "Select" button next to the student you want to enter data on.
- Enter the date the child will or has already exited preschool services. The Exit Date must be <u>after</u> the Entry Date shown on the screen, but not later than June 30 of the reporting year (e.g., June 30, 2011, for the 2011 reporting year).
- Enter each level of performance measured at the time the student left the program using the drop-down menu available for each skill and/or function measured (the complete list of preschool codes are available on page 13).
- Using the radio buttons located to the left of the exit level drop-down box, indicate whether or not the child has demonstrated any new skills or behaviors for each level of performance measured.
- Click on "Save these Outcomes."
- This will change the "Has outcome measures" column to "Yes."

Preschool Outcome Measures

Outcome Measures for: EMY   06/04/2004

If no exiting information available for this student check here. ☑

Entry Date: 11/01/2008   Enter the Exit Date: [   ]

Positive Social-Emotional Skills Including Social Relationships:

Level of Performance

Entry Level   Enter Exit Level   Has the child made progress?

1   [▼]   ○ Yes ⦿ No

Aquisition and use of knowledge and skills including early language communication and early literacy:

Level of Performance

Entry Level   Enter Exit Level   Has the child made progress?

1   [▼]   ○ Yes ⦿ No

Use of appropriate behaviours to meet individual needs:

Level of Performance

Entry Level   Enter Exit Level   Has the child made progress?

1   [▼]   ○ Yes ⦿ No

[**Save these Outcomes**]   [**Cancel Edit**]

Reports
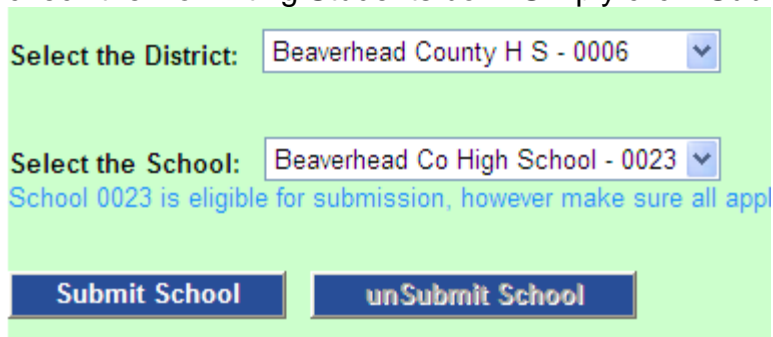
Under the Reports area on the Navigation bar, there are three reports available to you. To view the report, select the one you want and click on Print to PDF. This will open the report in Adobe Reader, allowing you to search, save or print it out.

- List of Exiting Students: This is the prefilled list of all students reported on the October 4, 2010, child count.
- Status of Exiting Schools: This will show you the list of schools in your district/coop and whether or not they have submitted their data
- Preschool Outcome Measures Needed: This is a report of the students who are listed in your school as needing to have preschool outcome measures completed for them.

Submitting Completed Data

NEW THIS YEAR: Data will be submitted at the school level for every district. This is a change from when you could log in as the district or coop and submit all schools underneath that umbrella. You will now submit each school individually.

Once you have entered all of the exiting codes and preschool outcome measure information (if appropriate), the Submit School button will become activated. This will also happen if you check the No Exiting Students box. Simply click "Submit School."
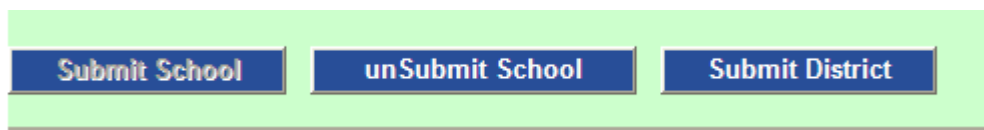
You will receive the following message:
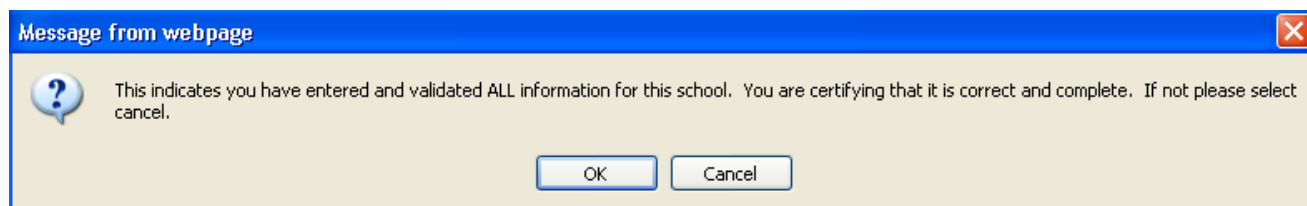
Click on "OK." A new button will appear: "Submit District." The "unSubmit School" button will also be activated, in case an error is found and needs to be corrected. Click on "Submit District." You will receive a message similar to the one above, just click "OK."

Validation Process

If there are validation errors within any of the data reports a message will pop up indicating the validation error, as well as the school and/or district where the error can be found.

In the example the cooperative submitting has included a school who did not select the "no exiting students" box to indicate that no student had exited during the reporting period. The error must be corrected before the data can be submitted. Select **OK**.

Note: The OPI will **not** consider data to be complete until it has been submitted at both the school and district level.

THANK YOU FOR YOUR ELECTRONIC DATA SUBMISSION!

**If you have questions, comments or concerns about this electronic process for collecting Special Education Exiting Data, contact
Anne Rainey (406-444-4430 or arainey@mt.gov) or Jan Duiker (406-444-7432 or jduiker@mt.gov).
We would like to hear from you.**

Exiting Data Codes and Definitions

Exiting Data Codes. The codes and definitions that are used to report exiting data are provided by the U.S. Department of Education. Please use the code numbers for reporting purposes.

01 **Returned to regular education.** These are students who were being served in special education at the start of the reporting period (July 1, 2010 - June 30, 2011), but at some point during that 12-month period returned to regular education. These students no longer have an IEP and are receiving all their educational services from a regular education program.

02 **Moved, known to be continuing.** These are students who have moved out of the catchment area (see definition below) or otherwise transferred to another district and are <u>KNOWN</u> to be continuing in an educational program. There does not need to be evidence that the student is continuing in special education, only that he/she is continuing in an education program.   This includes students in residential drug/alcohol rehabilitation centers, correctional facilities or registered home schools.

<u>CATCHMENT AREA</u> is defined as an elementary school district <u>AND</u> a high school district, or a K-12 school district, that the student will move through in the normal progression of his/her education.

Examples of "Moved, known to be continuing"
- Student has moved out of the catchment area within or outside the state and records have been requested by another school district.
- Student no longer attends public school, but the school is aware that the student is being educated in a registered home school, or in a private school. (A registered home school means the home school is registered with the county superintendent in the county where the home school is located.)

04 **Dropped out.** These are students who were enrolled at the start of the reporting period (July 1, 2010 - June 30, 2011), were not enrolled at the end of the reporting period, and did not exit special education through any of the other codes described. This includes dropouts, runaways, GED recipients, expelled students, students who moved and are not known to be continuing in another educational program, and status unknown.

Examples of "Dropped out"
- Left school to take a job
- Joined the military
- Is a runaway
- Is missing/unknown
- Is a member of a Hutterite community and leaves school after the 8th grade and the family is not registered as a home school

- GED recipients (in Montana, a student cannot be enrolled in a school and take the GED)

15 **Reached maximum age.** These are students who have exited special education because they have reached the maximum age for receipt of special education services, including students with disabilities who reached maximum age and <u>did not</u> receive a diploma. *These students must be at least 19 years old on the Child Count date of October 4, 2010.*

22 **Died.** These are students who died during the reporting year (July 1, 2010 - June 30, 2011).

23 **Graduated with a regular high school diploma.** These are students who have exited an education program through receipt of a high school diploma identical to that for which students without disabilities are eligible. These students met the same standards for graduation as those for students without disabilities. *These students must be at least 14 years old on the Child Count date of October 4, 2010.*

Preschool Exiting Codes

	Rating Descriptions
7	Child shows functioning expected for his or her age in **all or almost all everyday situations** that are part of the child's life. Functioning is considered **appropriate** for his or her age. No one has any concerns about the child's functioning in this outcome area.
6	Between Completely and Somewhat. Child's functioning generally considered **appropriate** for his or her age, but there are **some concerns** about the child's functioning in this outcome area.
5	Child shows functioning expected for his or her age **some of the time and/or some situations**. Child's functioning is a **mix** of age appropriate and not appropriate functioning. Functioning might be described as like that of a **slightly younger child**.
4	Child does **not yet** show functioning expected of a child of his or her age in any situation. Child's behaviors and skills include **immediate foundational skills** upon which to build age-appropriate functioning. Functioning might be described as like that of a **younger child**.
3	Child does **not yet** show functioning expected of a child of his or her age in any situation. Child's behaviors and skills include **immediate foundational skills** upon which to build age-appropriate functioning. Functioning might be described as like that of a **younger child**.
2	Child's behaviors and skills include some **immediate foundational skills** but these are not displayed very often across settings and situations.
1	Child does **not yet** show functioning expected of a child his or her age in any situation. Child's skills and behaviors **do not yet include any immediate foundational skills** upon which to build age-appropriate functioning. Child's functioning might be described as like that of a **much younger child.**